



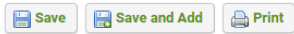
## 2 Complete the Hazard Form

### 2.1 Identify the person who reported the hazard

The Reported By information will be automatically filled in. To change this, erase the name and start typing to search for the correct employee. When you find the name, click on it to fill in the person's name, employee ID, and job title (as well as location information if applicable).

To submit an anonymous report, erase the employee ID and leave the name and job title fields blank.

**Hazard Recording Form:**



[Basic Information](#) | [Asset Information](#) | [Hazard Evaluation](#) | [Additional Features](#) | [History Section](#)

Basic Information
Top

<p><b>Reported By: Name</b>  <input type="text" value="Start typing name here"/></p> <p><b>Reported By: Employee ID</b>  <input type="text"/></p> <p><b>Reported By: Title</b>  <input type="text"/></p> <p><b>Originating Type</b>  <input type="text" value="Unlinked"/></p> <p><b>Division *</b>  <input type="text"/></p> <p><b>Facility *</b>  <input type="text"/></p>	<p><b>Date Identified *</b>  <input type="text" value="11/25/2019"/></p> <p><b>Time</b>  <input type="text" value="hh:mm am/pm"/></p> <p><b>Hazard Source *</b>  <input type="text"/></p> <p><b>Type of Hazard *</b>  <input type="text"/></p> <p><b>Detailed Location</b>  <input type="text"/></p> <p><b>Description</b>  <input type="text"/></p> <p><b>Initial Action Taken</b>  <input type="text"/></p>
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2.2 Complete the remaining fields in the **Basic Information** section.

**Basic Information** Top

<b>Reported By: Name</b> <input type="text" value="Hayden Adkins"/>	<b>Date Identified *</b> <input type="text" value="11/25/2019"/>
<b>Reported By: Employee ID</b> <input type="text" value="emp00926"/>	<b>Time</b> <input type="text" value="hh:mm ampr"/>
<b>Reported By: Title</b> <input type="text" value="Employee"/>	<b>Hazard Source *</b> <input type="text" value="External Review"/>
<b>Originating Type</b> <input type="text" value="Unlinked"/>	<b>Type of Hazard *</b> <input type="text" value="Fall Protection"/>
<b>Division *</b> <input type="text" value="Division D-8"/>	<b>Detailed Location</b> <input type="text"/>
<b>Facility *</b> <input type="text" value="Facility F-028"/>	<b>Description</b> <input type="text"/>
	<b>Initial Action Taken</b> <input type="text"/>

2.3 If applicable, complete the fields in the **Hazard Evaluation** section.

**Hazard Evaluation** Top

<b>Hazard Severity</b> ⓘ <input type="text"/>	<b>Hazard Evaluation</b> <input type="text"/>
<b>Hazard Probability</b> ⓘ <input type="text"/>	<b>Investigator</b> ⓘ <input type="text"/>
<b>Risk Assessment</b> ⓘ <input type="text"/>	<b>Estimated Cost of Hazard</b> <input type="text" value="\$"/>
<b>Potential Consequences of Hazard</b> <input type="text"/>	<b>Other Comments</b> <input type="text"/>
<b>Status</b> <input type="text" value="Open"/>	

**Note:** If you select a Hazard Severity and Hazard Probability, the Risk Assessment value will automatically be filled in.

## 2.4 Save the form.

### Additional Features

Corrective Actions [Add Corrective Action](#)

Attachments [Attach File](#)

Emails [Send Email](#)



[Save](#) [Save and Add](#) [Print](#)

## 3 Additional Features

3.1 To attach supporting documents (Photos, etc.), click the **Attach File** button.

### Additional Features

Corrective Actions [Add Corrective Action](#)

Attachments [Attach File](#)

Emails [Send Email](#)



[Save](#) [Save and Add](#) [Print](#)

3.2 To add corrective actions, click the **Add Corrective Action** button.

**Additional Features**

Corrective Actions [Add Corrective Action](#)

Attachments [Attach File](#)

Emails [Send Email](#)



[Save](#) [Save and Add](#) [Print](#)

3.3 To view a print-out of the incident, click the **Print** button.

**Additional Features**

Corrective Actions [Add Corrective Action](#)

Attachments [Attach File](#)

Emails [Send Email](#)



[Save](#) [Save and Add](#) [Print](#)

## 4 General Notes about IndustrySafe

- Fields with a red \* are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

